

**CHAPTER 14a – ELECTRONIC PLAN DISTRIBUTION****1.0 General Information**

1.1 DFM has contracted with Integrated Digital Technologies (IDT), an electronic plan room, for plan distribution on restricted and unrestricted capital improvement projects. Initially projects will be identified to be distributed either using the DFM Plan Room **or** the IDT electronic plan distribution. The bidding process will remain unchanged and will be administered by the State of Kansas Division of Purchases. Projects will be identified individually whether they will be distributed by DFM or IDT.

1.2 The procedures identified in this Chapter 14a are a supplement to the procedures in Chapter 13 – Construction Documents, Chapter 14 – Bidding, and Chapter 17 – Electronic Drawing Submittals. Chapter 13, 14, and 17 requirements not changed or augmented by Chapter 14a will remain in effect.

1.2.1 Deliverables noted in Section 8.0 of Chapter 13 are the same submittals required for electronic plan distribution. Plans and specifications will be submitted both electronically and on paper.

1.3 The following paragraph precedes the Job/Project list on the DFM (Facilities Planning, Design and Construction) website at [www.da.ks.gov/fp/](http://www.da.ks.gov/fp/) . It provides potential project plan holders general information about the electronic plan distribution process and directs them to the electronic plan room.

**\*\* Construction Documents for a project with title preceded by a double asterisk (\*\*) are being distributed through an electronic plan room “Integrated Digital Technologies”. This site requires a free registration so all interested parties can access the plans and specifications and be notified of additional addendum postings. Contractors may download the documents for printing in-house, view them on line or have them sent to a local printer. Plan holders/bidders will be responsible for printing costs associated with these documents. Contractors, subcontractors and suppliers are responsible for understanding the scope of the work involved in these documents and for obtaining the appropriate documents for their work. Please [click here to be transferred to the IDT website](#).**

1.4 Registration for access to the IDT plan room is at <http://kansasdfm.contractorsplanroom.com/> . Registration is from the tab “Register Now!” located on the left side of the screen, and requires an accurate email address and a simple 7-step process to complete by the new user.

1.4.1 Interested bidders may download the documents to their computer, print them on their printers or plotters, or may order prints from a local reprographer.

**2.0 Project Architect's/Engineer's Responsibilities**

2.1 The project architect/engineer shall provide drawings and specifications in electronic format on CD / DVD to DFM for posting to the IDT website. DFM will not make corrections to files that cannot be uploaded due to format or file naming errors. Instead, DFM will request corrected files.

2.2 Electronic drawings must include professional seal with signature and date, printable at the intended size of the drawing. Drawings shall be submitted in .PDF or .TIF format. Drawing file titles must include the sheet number and a brief description of the sheet content.

2.2.1 Drawings and specifications shall be submitted at 300 dpi resolution.

- 2.2.2 The Kansas State Board of Technical Professions (KSBTP) recognizes electronic signatures. Specific rules and standards are available at the KSBTP website at <http://www.kansas.gov/ksbtp/seals.html>.
- 2.3 Specifications, other than noted below, shall be submitted in .PDF format bundled in one (1) .PDF file per specification division. Specification file titles must include the division number.
  - 2.3.1 The table of contents (TOC) and Division 1 shall be submitted in .DOC or .DOCX format.
  - 2.3.2 DFM will only review the TOC to verify the accuracy of page numbers for the front end (Documents A through I), make any changes as necessary, add the DFM Division 1 section, add a specifications cover, and create a .PDF file for posting.
- 2.4 Addenda shall be submitted in .DOC / .DOCX format.
- 2.5 Project architect/engineer contact email address shall be submitted to use in posting documents to IDT electronic plan room website.
- 3.0 Division of Facilities Management Responsibilities
  - 3.1 DFM will coordinate with the owner and project architect/engineer to determine if a project will utilize the electronic plan distribution process. When it is determined that electronic distribution will be utilized, DFM will setup the project on the IDT website.
  - 3.2 DFM will create the project data pages and upload (post) all of the bid document files.
  - 3.3 DFM will identify the project on the DFM website as a project to be distributed using the IDT electronic plan room.
- 4.0 Owner Responsibilities
  - 4.1 The owner (agency) pays a fee for each project for use of the on-line plan room services. The agency designates a single point of contract for the receipt of the bill direct from IDT.
  - 4.2 The owner will pay for printed bidding documents for use by the design team, DFM, and the agency staff.
  - 4.3 After the award of contract, the owner will provide the successful bidder ten (10) sets of drawings, specifications, addenda, and other documents required for project construction.

**END OF CHAPTER 14a**